

Job Aid: How to Purchase from a (G2B) Punchout.

This Job Aid shows how to:

- Order from a G2B Contract

Of Special Note:

COMMBUYS' punchout provides the ability to purchase directly from the websites of certain sellers. Punchouts are integrations developed with specific sellers that allow you to start a Requisition in COMMBUYS. Buyers can 'punchout' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of the punchout ordering process provides several benefits:

- ensures organizations always get the correct and latest pricing on items under contract;
- provides a means to track spending with these sellers and for particular items;
- allows for improved contract price negotiation in the future;
- offers the convenience of an online shopping website while also allowing organizations to utilize COMMBUYS automated approval routing.

NOTE: Be sure to **turn off your Pop up Blocker**. COMMBUYS is supported by most standard browsers **except GOOGLE Chrome**. See the Notes in Step 1 for specific information.

Screenshot



Welcome To **COMMBUYS**

COMMBUYS
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION: For more information on COMMBUYS please visit us at [COMMBUYS](https://www.commbuys.com). If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

[Forgot your password?](#)

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Directions

Step 1 Launch COMMBUYS

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

You must have either the basic purchasing or department access role to order from a G2B Catalog.

NOTE: In order to take advantage of the COMMBUYS feature supporting the purchase of goods from vendor Punchout Catalogs, remember to turn the pop-up blocker in your browser off.

COMMBUYS is supported by most standard browsers, including Internet Explorer, Firefox, and Safari.

Because of the unique way Google Chrome manages menus and pop-ups, COMMBUYS features may not work properly with Chrome.

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Screenshot

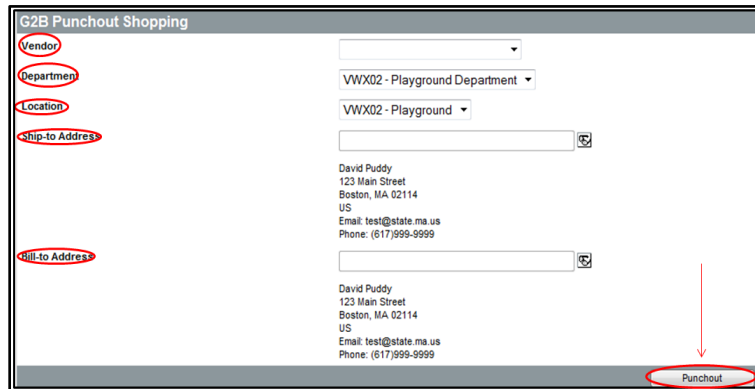


Directions

Step 2 Select the Punchout

Click the '**Shopping Cart**' icon on the upper right side of the Header bar.

The **G2B Punchout Shopping** screen will appear. (Be sure the browser pop-up blocker is disabled before beginning.)



Step 3 Choose a Vendor

Prior to redirection to the seller's website to view and select Items, you must complete the **G2B Punchout Shopping** screen.

1. Select the **Vendor** from the dropdown list
2. Select the **Department** and **Location**.
3. Select the **Ship to** and **Bill to Address**
4. Click **Punch Out**.

Note: The Department, Location, Ship to, and Bill to **auto-fill** with the user account information. If a change needs to be made this may be done by clicking the **Drop Down Menus** and **Search** icons.

Punchout Requisitions cannot have different ship-to or bill-to addresses by line item. All items on one punchout can only be shipped to one address and billed to one address.

NOTE: The information entered on this screen cannot be changed once you 'punchout' to the seller's website.

Select the **Punchout** button at the bottom of the screen.

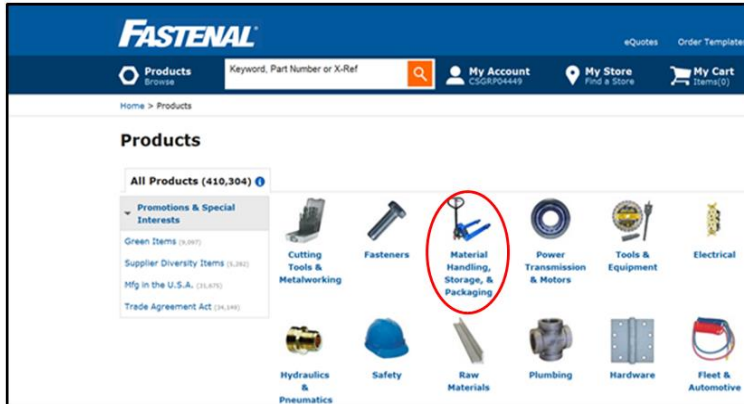


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Screenshot

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Step 4 Select Items

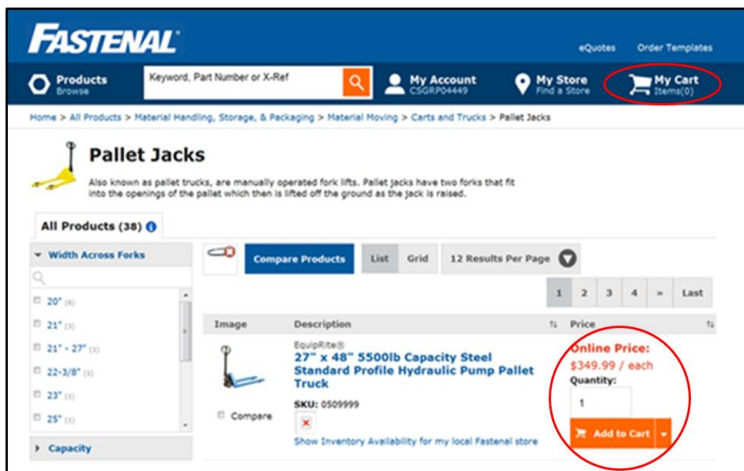
The selected seller's website displays.

Its' appearance is similar to the seller's public website; however it will contain only the items and pricing available under the contract. COMMBUYS will remain open in the background.

This example uses Fastenal's punchout.

1. **Select** the items category needed for purchase.
2. **Continue** selecting sub categories (if necessary) until you locate your desired items.

Note: Punchout Catalogs are unique for each Vendor, so the following steps may vary slightly.



Step 5 Add items

You can now shop by using the vendor's website search tools and add items to your shopping cart.

1. Choose the desired **Item** and fill in the **Quantity**.
2. Click **Add to Cart**.
3. Once you have chosen all your items, select the **My Cart** Icon to start the checkout process.

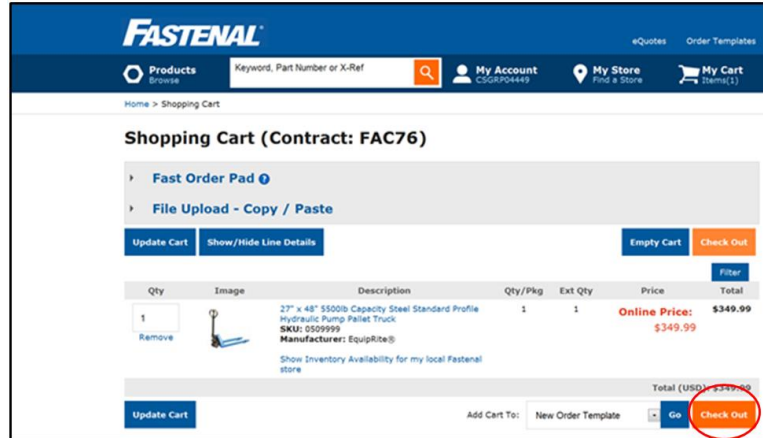
When you are finished shopping review your cart.



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Screenshot

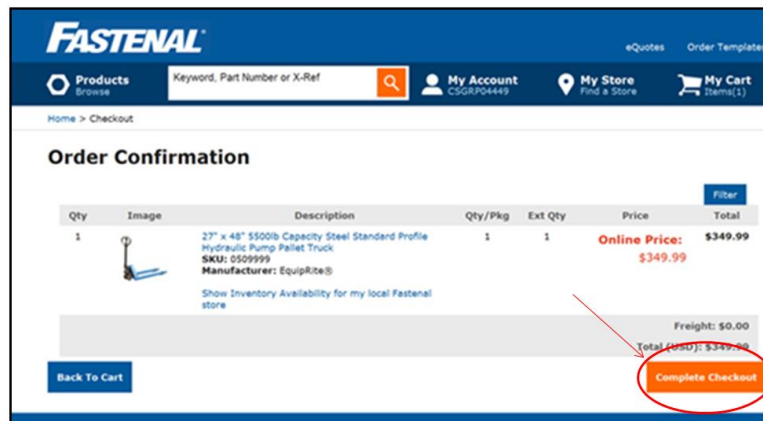


Directions

Step 6 Check out

Ensure that quantities are correct.

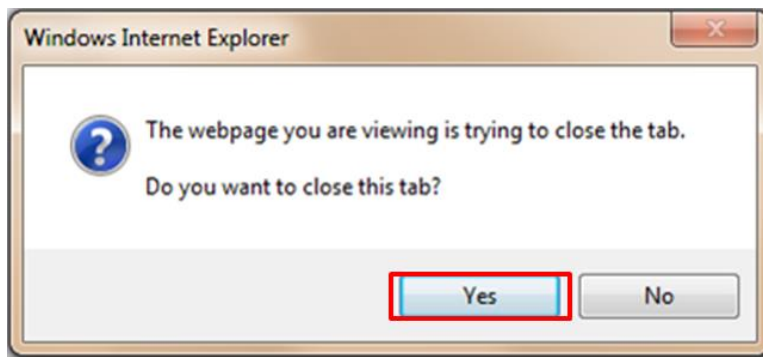
Click the **Check Out** button.



Step 7 Complete Check out

- Select the **Complete Checkout** button to proceed.
- To continue shopping or make changes, select the **Back to Cart** button.

Note: The **Complete Checkout** button may be called something else in another G2B website. For example W.B. Mason's webpage reads "**Proceed to Checkout.**"



Step 8 Dialogue Box

A Dialogue box appears asking "Do you want too close this tab?"

Click **Yes**.

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Screenshot

Directions

Step 9 Complete the Requisition

A COMMBUYS Release Punchout Requisition with your selected items will appear when the seller's website closes.

The requisition is in an '*In Progress*' status; some fields have populated from the information entered before the 'punchout'. Most of the requisition will be un-editable.

The **Short Description** field was populated but the information can be edited.

For example: users can enter their agency's document numbering schema along with a few key words about the Purchase

You must now provide:

1. Purchaser name
2. Contact name

Click **Save and Continue**

Item #	Link	Item Description	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Reportable
1	1	27' x 48' 5500lb Capacity Steel Standard Profile Hydraulic Pump Pallet Truck	1.0	0.0	\$349.99	\$349.99	EA-Each	\$0.00	\$0.00	\$0.00	\$349.99	<input type="checkbox"/>
Total											\$349.99	

Step 10 Items check

1. Click the **Items** tab.

The items selected in the cart were brought over and are now in the Items tab of the Requisition.

Ensure that all the Items and Quantities are correct.

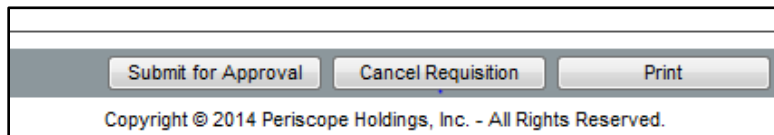
You will not be able to add or delete items that are imported during the Punchout. If an error is made you will need to start the punchout again, as no changes to the items can be made once the information has been brought into COMMBUYS.

2. Once you have checked your Items for accuracy, click the **Summary** tab.

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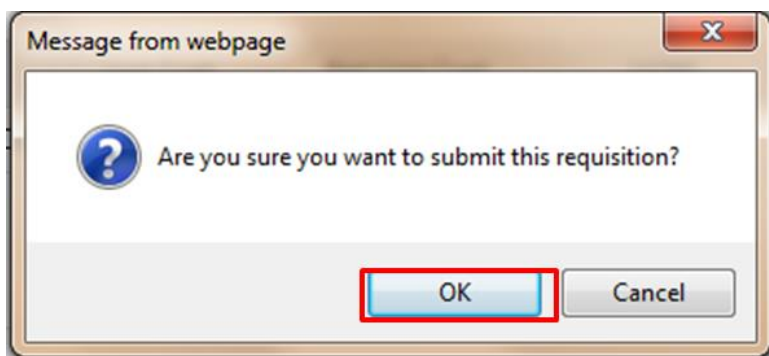
Screenshot

Directions



Step 11 Submit for approval

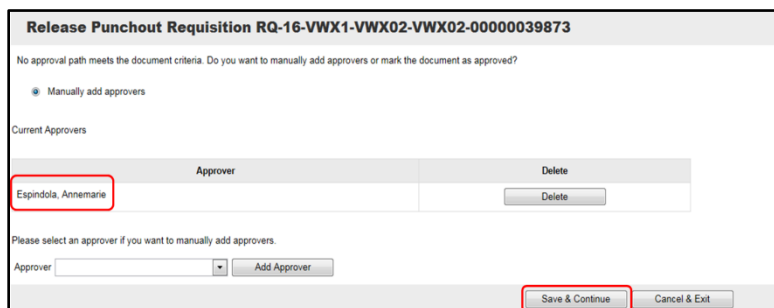
After reviewing the Summary Tab for correctness, scroll to the bottom and click the **Submit for Approval** button.



Step 12 Dialogue Box

A dialogue box appears asking, "Are you sure you want to submit this requisition?"

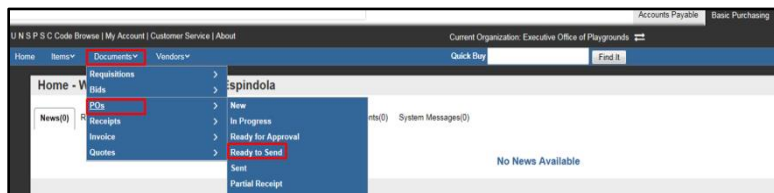
Click **OK**



Step 13 Approval Path

1. Select the proper **Approval Path**.
2. Click **Save and Continue**.

Note: Be sure to follow your department's approval procedures and approval paths.



Step 14: Locate Requisition after Approval

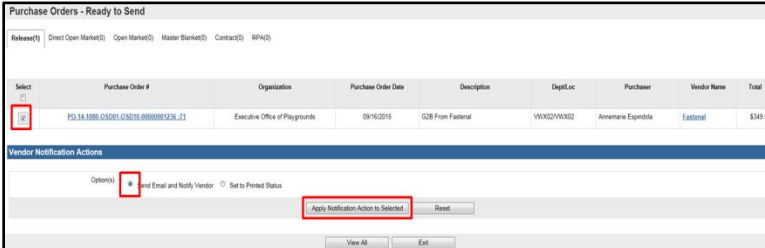
After the requisition has completed its' approval path workflow, find your new PO in your control center. It will be in a 'Ready to Send' status.

1. Select **Documents>PO>Ready-To-Send**.
2. Click on the **PO number** to open the document.

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Screenshot

Directions



Purchase Orders - Ready to Send

Refresh() Direct Open Market() Open Market() Master Blanket() Contract() RFQ()

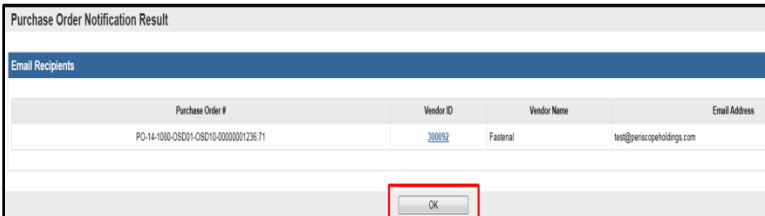
Select	Purchase Order #	Organization	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total
<input checked="" type="checkbox"/>	PO-14-1080-OSD01-OSD10-0000001236-71	Executive Office of Paygrounds	09/16/2015	G2B From Fastenal	WM02/WM02	Ammemore Expedita	Fastenal	\$345.59

Vendor Notification Actions

Options: ☒ Send Email and Notify Vendor ☐ Set to Printed Status

Step 15: Purchase Orders - Ready to Send

1. Check the **Select Box** next to your Purchase Order.
2. Select a **Vendor Notification Action**.
3. Click the **Apply Notification Action to Selected** button.



Purchase Order Notification Result

Email Recipients

Purchase Order #	Vendor ID	Vendor Name	Email Address
PO-14-1080-OSD01-OSD10-0000001236-71	300692	Fastenal	test@periscopeholdings.com

Step 16: Purchase Order Notification

The PO opens the Summary tab; scroll to the bottom of the page.

Click **OK** button to send the G2B order to the Vendor for processing.